

UCSB Environmental Studies Internship Program

**INTERNSHIP PROPOSAL & LEARNING AGREEMENT**

This agreement is meant to clarify the intern's learning objectives and to specify expectations and requirements between the intern, agency sponsor, and the ES Internship Coordinator. Academic credit is awarded for documented learning which takes place during the internship and leads to the development of new concepts and insights. Careful planning, reflection during the internship, and critical analysis at its completion will help maximize the learning experience. Please LEGIBLY complete both sides of this form and return it with all necessary signatures to the Environmental Studies Internship Coordinator by the Proposal Form Deadline (end of 2nd week of the Qtr.).

Student's First Name: \_\_\_\_\_ Last \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Proposal for: \_\_\_\_\_ Qtr., 20\_\_\_\_ Major (s) \_\_\_\_\_

Perm # \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Current Class Level: \_\_\_\_\_ (must have minimum 45 units completed) Overall GPA: \_\_\_\_\_

Name of Placement Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Student:**

1. Total number of hours you will intern for: \_\_\_\_\_ x 1/30 = # Units Requested: \_\_\_\_\_  
(30 hrs. per 1 unit)
2. Give a brief description of the agency for which you will be working for:

3. List what your duties and responsibilities as an intern for this agency will be:

4. List your personal expectations and learning goals for this internship:

5. In signing this form I understand and agree to:

- a) *Discuss and understand my responsibilities as an intern and the expectations of my Agency Supervisor.*
- b) *Complete all work hours contracted with the sponsoring agency. I understand that each unit is equal to 30 hours of work.*
- c) *Contact the Internship Coordinator and my agency supervisor if any problems at my placement site or elsewhere arises which would prevent me from successfully completing my internship or satisfying my learning objectives.*
- d) *Satisfy all Environmental Studies 192 course requirements as outline in the course syllabus.*

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Agency Supervisor:**

In offering this internship, both my agency and I agree to:

- a) *Enrich the intern's knowledge by orienting them to the occupation, the work setting, and conditions relating to their internship position as stated in the above student section of this agreement.*
- b) *Offer supervision and periodic consultations to provide training and feedback regarding the intern's progress.*
- c) *Complete an evaluation of the intern's performance at the end of the quarter and review it with the student.*

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**ES Internship Coordinator:**

Once this proposal form is signed by both the student and agency supervisor return it by the Proposal Deadline to the ES Internship Coordinator in Bren 4312. An approval code will then be given to officially add the class on GOLD. Be sure to select the name of the Internship Coordinator as the course instructor when adding the class.

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_